

creative services work order

project name		quantity
department		
contact name		extension
email <p style="text-align: center;">@palomar.edu</p>		
date requested		date needed (Please allow a min. of 10 working days for your project to be completed.)
artwork : <input type="checkbox"/> new project <input type="checkbox"/> reprint same as last time <input type="checkbox"/> reprint with changes		previous project number (if applicable) deliver to (location):
authorized signature		
comet copy code or account string		

for office use only:

project number	
date job received	
completion date	
estimated cost of printing	
actual cost of printing	



Creative Services
(760) 744-1150, ext. 3088, 3087, 3086

Please allow a MINIMUM of 10 working days for your project to be completed.